



I. County and System Information

Contact: John Arntz

Phone: (415) 554-4375

Vendor and Voting System: Sequoia Voting Systems, Inc; Optech Insight and AVC Edge

Date: 5/02/2008

II. Purpose

The purpose of an Election Observer Panel is to:

1. Provide an avenue for public observation of ad input into the election process.
2. Assist in ensuring the integrity of the election process.
3. Encourage participation and build voter confidence in the election process.

III. Invite

At E-43 with 2nd request follow-up on E-32, we prepared and sent letters via fax and e-mails inviting the following groups to observe our ballot processing and polling place processes:

1. Civil Grand Jury
2. Party Central Committees
3. League of Women Voters
4. Media

Other groups or individuals expressing an interest in observing Election Day activities are invited to sign in at Room 48, obtain an Observer Badge and schedule a guide.

IV. Appointment Letters and Observing Material.

After the groups have provided the names of interested panelists, prepare letters of introduction for the panelist to use when visiting polling places on election. Materials to be prepared for each panelist will include an official personalized Observer Badge, a listing of all polling places within the county for this election, as well as the Observer Guide, schedule, location and detailed activities.

V. Mechanism for Feedback

Observers that "register" with the County will be encouraged to provide feedback on their experience.



April 21, 2008

Dear Democratic Central Committee Members:

The Department of Elections will convene an Election Observer Panel to observe activities associated with the Consolidated Statewide Open Primary Election, which will be held on June 3, 2008. Representatives of the county central committees, advocacy groups, the League of Women Voters, and the Civil Grand Jury, as well as media representatives, will be invited to participate.

Typically, members of the Panel visit one or more polling places on their own on Election Day and then visit Department of Elections in City Hall to observe the tabulation of ballots on election night. Panel members are also invited to observe staff at the Department of Elections as they process vote-by-mail ballots. Members of the Panel will be provided with the information they need to participate in these activities.

Should your organization be interested in participating, please appoint only *one* representative to the Official Elections Observer Panel. Please complete the enclosed/attached application, and return by fax to 415-554-7344 by Friday, May 2 by 5:00 P.M. If we receive more than one application from your organization, we will select one applicant by lottery Monday, May 5th at 11:00 A.M.

If you have any questions regarding applying for the Official Elections Observer Panel, please contact us at 415-554-4375.

Thank you for your interest in protecting our electoral system.

Sincerely,

Coni Binaley
Campaign Services Division



Second Request - Deadline extended to May 9, 2008

May 2, 2008

Dear Democratic Central Committee Members:

The Department of Elections will convene an Election Observer Panel to observe activities associated with the Consolidated Statewide Open Primary Election, which will be held on June 3, 2008. Representatives of the county central committees, the League of Women Voters, and the Civil Grand Jury, as well as media representatives, will be invited to participate.

Typically, members of the Panel visit one or more polling places on their own on Election Day and then visit Department of Elections in City Hall to observe the tabulation of ballots on election night. Panel members are also invited to observe staff at the Department of Elections as they process vote-by-mail ballots. Members of the Panel will be provided with the information they need to participate in these activities.

Should your organization be interested in participating, please appoint only **one** representative to the Official Elections Observer Panel. Please complete the enclosed/attached application, and return by fax to 415-554-7344 by Friday, May 9 by 5:00 P.M. If we receive more than one application from your organization, we will select one applicant by lottery Monday, May 12 at 11:00 A.M.

If you have any questions regarding applying for the Official Elections Observer Panel, please contact us at 415-554-4375.

Thank you for your interest in protecting our electoral system.

Sincerely,

Coni Binaley
Campaign Services Division



Application for Appointment to Elections Observer Panel

Print Name _____
Last First MI

Home Address _____ Zip _____

Home Phone _____ Occupation _____

Work Phone _____ Employer _____

E-mail Address _____ Fax # _____

Business Address _____ Zip _____

Political
Affiliation _____

Education _____

Business and/or professional experience _____

Other professional information (optional) _____

Please State your qualifications (attach supplemental sheet if necessary) _____

Date: _____ Applicant's Signature _____

Please Note: Your Application will be retained for one year



City and County of San Francisco *Election Observer Panel*

The Election Observer Panel is convened to observe any or all activities before, during and after elections. These activities include, but are not limited to:

- Absentee ballot processing
- Logic and accuracy testing
- Ballot processing and duplication
- Write-in vote processing
- Polling place activities
- Upload site
- The official canvass:
 - Processing Provisional ballots
 - Processing write-in ballots
 - 1% manual recount of the election

The members of the Panel will select among themselves which activities they wish to observe and when they wish to observe them. The Department of Elections will make it clear that the Panel may observe any activities it so desires, including those in a polling place and at the ballot receiving and counting centers on Election Day. The Panel will understand it may observe any activity, as a group or individually. The staff of the Department of Elections will not attempt to steer the Panel to or away from any activity, but will respond to the questions of the Panel and provide them with assistance where possible.

The Department of Elections will invite the major news media in the San Francisco area, the qualified political parties, Grand jury members, and the League of Women Voters to participate on the Official Election Observer Panel by nominating a representative (*please note: only a total of TWO media representatives will be selected for the panel*). The Department of Elections will discuss the purpose of the Panel and describe the activities that will occur in the future. The Panel will be taken on a comprehensive tour of the Department of Elections.

Each member of the Panel will be given an orientation and an observer guide for use in touring or observing any activities outside of the Elections Department, such as a polling place. The Precinct Election Officers are requested to allow the Panel to see all precinct operations and to respond to their questions.

After the conclusion of the official canvass, each member of the Election Observer Panel will be asked to sign a certificate, stating that the election was conducted openly and that he or she was allowed to observe and ask questions about the election and the vote count process. Each member will also be asked to identify improprieties, if any, they observed during the election process.



May 27, 2008

To: Precinct Inspectors

From: John Arntz, Director

Re: Official Election Observer Panel

This letter introduces Mr./Ms. _____, whom I have appointed to the Election Observer Panel for the June 3, 2008 Consolidated Statewide Direct Primary. Members of the Election Observer Panel are invited to observe activities related to the administration of an election, including visiting polling places.

No person, including a member of the Election Observer Panel, may interfere with the operation of polling places. Mr./Ms. _____ and other members of the Election Observer Panel may ask you to explain certain operations and procedures. Please extend every courtesy to Mr./Ms. _____.

If you have any questions on Election Day, please call our Department at 800-554-9934.

Thank you for your cooperation and your service to our county's voters.

Department Of Elections



OPEN HOUSE

Wednesday, May 14th, 2008, 3 p.m. – 5 p.m.

For the Consolidated Statewide Direct Primary Election on June 3, 2008

The Department of Elections' Open House is a great opportunity to get a first-hand look at how elections are conducted. On **Wednesday, May 14th, 2008 3 p.m. to 5 p.m.** come attend one of the Department's events:

VIEW A DEMONSTRATION OF the VOTING SYSTEM:

- Optical scan machine called the "Optech Insight"
- Accessible touchscreen machine called the "Edge"

TOUR THE DEPARTMENT OF ELECTIONS AND RECEIVE AN OBSERVER GUIDE.

Take a tour of key operations in the Department of Elections and receive an Observer Guide with the rules and regulations observers are required to follow.

LEARN WHAT VOTERS NEED TO KNOW TO MAKE THEIR VOTES COUNT.

Review the sample ballot for the June 3, 2008 Consolidated Statewide Direct Primary Election.

LEARN MORE ABOUT THE RESOURCES THE DEPARTMENT OF ELECTIONS HAS TO OFFER.

Candidates and campaigns may use materials produced by the Department to educate supporters.

ATTEND A POLLWORKER TRAINING CLASS:

WHERE: City Hall Cafeteria
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

WHEN: Wednesday, May 14th, 2008
4:30 p.m. to 6:00 p.m.

OBSERVATION SCHEDULE

Consolidated Statewide Direct Primary Election- June 3, 2008

JUNE 3 - ELECTION DAY

Area	Time	Task
Early Voting	7am-8pm	Absentee Voting
Voter Services	8am-9:30pm	Count/sort/wand/upload/signature check returned voted ballot from mail
City Hall Room 59	8am-8pm	Process return vote-by-mail ballots: Sort/Extract ballots from envelope
City Hall Room 34	7am-8pm	Voting equipment issuance/receipt/repair processing
Conference Room	8am-8pm	Remakes
Computer Room	8am-4pm	Computer Ballot Count and Pre-LAT of Voting equipment for issuance
Election Center	6:30am-10pm?	Track Election Day problems & dispatch/resolve
Processing Center	8pm-finish	Receive Rice Bag from Polling Places via Deputies; a) Rice Bags scanned b) Rosters of voters(Bag #6), vote-by-mail ballots (Bag#7) and provisional ballots (Bag#5) are removed from Rice Bag c) Rosters of voters are removed from bag #6 and are scanned d) Remove AV Ballots from Bag #7 and placed in trays e) Provisional ballots will remain in Bag #5 and placed in trays f) Raw count is made on vote-by-mail & Provisional Ballots
City Hall Room 34	5am-close of polls	Sends out supplies as needed
Polling Places	7:00am-8pm	Voting
City Hall McAllister Entrance	7:00pm-finish	Upload Edge and Insight election results for tabulation a) setting up upload computers, connecting network wiring, and blocking off area for observation b) process Edge cartridges and Insight memory packs c) tearing down upload computers and networking establishment

JUNE 4 - WED.

Voter Services	8am-5pm	Tally AVs from Processing Center, Sort, Count, Wand, Upload, Verify sigs.
City Hall Room 59	8am-8pm	Process return vote-by-mail ballots: Sort/Extract ballots from envelope
Conference Room	8am-8pm	Remakes
Computer Room	8am-8pm	Computer Ballot Count
Processing Center	8am-???	Transport to City Hall: a) Rosters of Voters b) Vote-by-mail & Provisional Ballots

JUNE 5 - THURS

City Hall Room 34	8am-8pm	Remakes
City Hall Room 59	8am-8pm	Process return vote-by-mail ballots: Sort/Extract ballots from envelope
Voter Services	8am-7pm	Process PVs thru 1st & 2nd pass to determine if valid
Computer Room	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing

JUNE 6- FRIDAY

Voter Services	8am-5pm	Process PV's thru 1st & 2nd pass to determine if valid
City Hall Room 59	8am-8pm	Precinct Sort/Extract vote-by-mail ballots from Processing Center/ Process Provisional Ballots
City Hall Room 34	8am-8pm	Remakes
Computer Room	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing

JUNE 7- SAT

City Hall Room 59	8am-8pm	Process Ballots
City Hall Room 34	8am-8pm	Process Remakes
Computer Room	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing
Voter Services	8am-5pm	Process PV's thru 1st & 2nd pass to determine if valid

JUNE 8 - SUN

City Hall Room 34	8am-8pm	Process Remakes & Write-Ins
Computer Room	8am-5pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing
City Hall Room 59	8am-8pm	Process Ballots



*City & County of San Francisco
Department of Elections*

Declaration of the Election Observer Panel

I, the undersigned member of the Election Observer Panel, hereby declare to my knowledge, that: The _____ Election was conducted openly; I was allowed to observe and ask questions about the conduct of the election and the vote counting process; and I observed no improprieties during the process, except as noted below:

EXCEPTIONS (if any) _____

Dated: _____

Signature of Member